

COCONINO COUNTY

MANUFACTURED HOME PERMIT APPLICATION INSTRUCTIONS

DEPARTMENT OF COMMUNITY DEVELOPMENT
2500 N. FORT VALLEY ROAD, BUILDING ONE
FLAGSTAFF, AZ 86001
(928) 226-2700

The following information must be provided when applying for a Manufactured Home Permit:

1. The manufactured home must meet the federal Department of Housing and Urban Development (HUD) standards (constructed after June 15, 1976). A copy of the title, a copy of the manufacturer's certificate of origin, a letter from the dealer (for new manufactured homes), or a bill of sale noting the year of construction of the manufactured home and the serial number, must be submitted with the application for a manufactured home permit. A special inspection and a remodel permit may be required for units built before June 15, 1976.
2. A copy of the septic permit, indicating the number of bedrooms approved, or a copy of the letter of approval from the local Sanitary District (Kachina Village, Pinewood, Tusayan). A manufactured home permit will not be issued until a septic permit number has been issued by Coconino County Environmental Services. The septic system must be installed and approved prior to occupancy of the manufactured home. **A Proof of Operation from Environmental Health for septic must be shown before the electric service will be tagged.**
3. **Four (4)** site plans of the property - drawn to scale - noting the dimensions of the property; the location of the manufactured home on the property and the distance from the manufactured home to the property lines; the location of the septic system and leach lines and the distance from the septic system to the manufactured home; the location of any underground tanks and the distance from those tanks to the manufactured home; and the location of any other structures that are on the property and the distance from those structures to the manufactured home. Three (3) of Floor plan are required.
4. Note the size of the manufactured home. Also provide a complete floor plan of home and note the number of bedrooms and bathrooms that are in it.
5. If a stem wall is to be used rather than traditional skirting, a separate building permit is need.

PLEASE NOTE: IT TAKES APPROXIMATELY FIVE (5) TO TEN (10) BUSINESS DAYS TO RECEIVE A MANUFACTURED HOME PERMIT. THEY ARE NO LONGER ISSUED OVER THE COUNTER. THE MANUFACTURED HOME PERMIT IS VALID FOR 6 MONTHS FROM THE DATE IT IS ISSUED. ALL REQUIRED IMPROVEMENTS MUST BE INSTALLED (SEWER, WATER, GAS, ETC.) BEFORE ELECTRICAL POWER WILL BE ACTIVATED!!!



COCONINO COUNTY — Department of Community Development

2500 North Fort Valley Road, Building 1 Flagstaff, AZ 86001 Phone: (928) 226-2700 Fax: (928) 226-2701

BUILDING PERMIT APPLICATION #: BD -- _____ DATE: _____ BY _____

OWNER

Last Name: _____

First Name: _____ MI: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

CONTACT PERSON

Last Name: _____

First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

Alternate Phone (_____) _____

CONTRACTOR

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Class: _____ License #: _____ Exp. Date: _____

Telephone: (_____) _____

ARCHITECT / ENGINEER

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

TYPE OF CONSTRUCTION

☐ Wood Frame ☐ Steel ☐ Masonry ☐ Log ☐ Alternate

OTHER PERMITS & APPROVALS

A Coconino County building permit will not be issued without the following (as required)

☐ Septic / Sewer District Approval

☐ Highway Dept. Approval

☐ Hydrology Approval

Electric Service

Type:

☐ Residential ☐ Commercial
☐ Solar Active ☐ Not Available
☐ Solar Passive

Service Size:

☐ 100 ☐ 200 ☐ 400
☐ Other _____
☐ Sub Panels : (# _____)
☐ Sub Panel Sizes : (_____)
☐ Electric Circuits : (# _____)

WATER SERVICE

☐ Utility ☐ Hauling ☐ Well

PROPERTY LOCATION

Assessor's Parcel #: _____

Subdivision: _____

Unit #: _____ Lot #: _____

SITE ADDRESS: _____

TYPE OF IMPROVEMENT

☐ New Building ☐ Repair ☐ Modular
☐ Addition ☐ Demolition ☐ Relocation
☐ Equipment ☐ Re-Roof ☐ Deck
☐ Electric Service ☐ Mechanical ☐ Plumbing
☐ Alteration ☐ Foundation
☐ Other: _____

PROPOSED USE

☐ Single Family Residence
☐ SQ. FOOT LIVABLE: _____
☐ Garage / Carport – Attached
☐ Garage / Carport - Detached
☐ MFR HOME ☐ NEW ☐ REPLACEMENT
☐ SERIAL #: _____

☐ Commercial Type: _____
☐ Multiple-Family Residential / Hotel (# Units _____)
☐ Other / Non-Residential – *Please Specify*

GRADE / SLOPE OF PROPERTY

☐ Level ☐ 1' drop in 10' ☐ 1' drop in 5' ☐ Steep

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his / her authorized agent, and we agree to conform to all applicable laws of This jurisdiction.

Signature: _____

Date: _____

MECHANICAL EQUIPMENT

☐ BOILER BTU'S: _____
☐ INFLOOR HEAT PIPE
☐ FAU BTU'S: _____
☐ DUCTS:
☐ UNIT HEATER ☐ WOOD STOVE
☐ WATER HEATER
☐ FIREPLACE ☐ GAS STOVE
☐ AIR CONDITIONER

GAS SERVICE

☐ None ☐ Natural ☐ Propane
☐ Propane Tank
☐ Under Ground Propane Tank.
☐ Gas Yard Line ☐ Gas Home Line